



*Town of Tewksbury*  
**Tewksbury Public Library**

300 Chandler Street  
Tewksbury, Massachusetts 01876  
978.640.4490

Diane H.C. Giarrusso  
*Library Director*

**Director's Report**

**To: Board of Trustees**  
**From: Diane Giarrusso, Library Director**  
**Date: May 12, 2015**

**Facilities/Grounds**

- **HVAC:** all of the pumps failed between the end of March and April. The Town's HVAC contractor, PJ Dionne, was out to repair them, as well as to do the Preventative Maintenance (PM) on the Chiller to get it ready for summer cooling. Because of the leaks, we will also need to refill the glycol. We have budgeted for the PM, but had not anticipated that all four pumps would fail; therefore I do not have funding in my budget for these necessary repairs and the glycol. At this point, the costs for these repairs, as well as for the glycol and re-insulation of the cold water pipes, are expected to be around \$15,000.
- **Mini Golf Fundraiser:** The Friends of the TPL request permission to hold their second Mini Golf Fundraiser at the Library, Saturday and Sunday, March 19 and 20, 2016. There was enthusiastic response to the first fundraiser and the Friends wish to try it again.
- **Parking Lot:** Will be sealed and restriped during the weekend of June 5-7, 2015. Access to the parking lot and the building will not be available from close of business Friday afternoon to opening on Monday morning. We will notify patron to the best of our ability. We have adjusted the circulation system so that nothing will be due on these dates so that patron inability to get to the book drop won't be as much of a concern.
- **Saturday Schedule:** Our last Saturday open for the summer season will be Saturday, May 30, 2015. We will resume Saturday service on Saturday, September 12, 2015.
- **Meeting Room Improvements:** A request from the Friends of the TPL wondering what I would like to fund in the \$5000-\$6000 range has resulted in a terrific project to upgrade the media capability in the Meeting Room. Adding permanent shades to the arched windows and the glass above the doors was first on our list. Improving the sound system, including lapel or headset mics was second. Installing the screen donated by Town Hall to be able to show presentations and movies to our large audiences was third. Adding assistive listening devices to our offerings so that those who are hard of hearing can participate in our events was a must for me. Because of the size of the room, we will need a new projector in order to get the full benefit of our large screen; a wall-mounted unit was always on my mind. The shades will cost about \$5300 and the Friends approved that expenditure at their last meeting. The remainder of the improvements will cost about \$19,000. I will present a funding proposal at the meeting so you can see what is involved in the cost.

**Policy/Services**

- **Changes in the Children's Department:** Amy Martin resigned and started her new job in Andover and we've hired Heather Maganzini who started work as the Children's Specialist on Monday, May 11, 2015. We look forward to working with her.
- **Executive Secretary:** Mary and I are interviewing for her replacement (like that is possible!) next week and hope to have someone in place as early as possible in June. Mary will train the new person over the next few months in preparation for her retirement in early September.
- **Teen Librarian:** I anticipate posting the restored Teen Librarian position in the next week or so. I'd love the person to start as early in July as possible. I'm eager to develop our services for teens!
- **Summer Reading:** Plans are being finalized for the annual summer reading programs. I will provide more details at the June meeting, but the program dates are June 22, - August 14, 2015.
- **New Website:** The newly designed website is live and ready for business! Please take a look at it; you'll find a fresh look and redesigned content areas. <http://www.tewksburypl.org>